

State of Delaware  
Homeland Security Advisory Council  
Unmanned Aerial Vehicle (UAV) Subcommittee

Minutes

12/01/16

1330-1500

Delaware State Fire School, Room 7  
Dover, DE 19901

**1. Welcome and Room Introductions**

- a. Meeting began at 1:34 PM. Dwayne Day led introductions around the room

**Present Voting Committee Members**

Dwayne Day	DelDOT
Ray Holcomb	Department of Safety and Homeland Security
Robert Newnam	Delaware State Fire School
Adam Ringle	Wilmington PD
Herbert Tanner	University of Delaware

**Members Present by Proxy**

Jimmy Kroon	Department of Agriculture (Proxy for Secretary Kee)
Wendy Hudson	Department of Safety and Homeland Security (Proxy for
R. Holcomb)	

**Present Non-Voting Committee Members**

Josh Thomas	DelDOT
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**Also Present**

Erin Coombs	Jacobs, DelDOT Consultant
Lisa Morris	Department of Justice

**Absent Voting Committee Members**

Wiley Blevins	Delaware National Guard
Charles Condon	DSP Aviation
Edwin Kee	Department of Agriculture
Jeff Streavel	

**Absent Non-Voting Committee Members**

Jerry Brennan	Delaware State Fire School
Paul Huang	University of Delaware

**2. Approval of Previous Meeting's Minutes**

- a. A. Ringle made a motion to approve the September 1, 2016 meeting minutes. Motion was seconded by J. Kroon. Minutes were accepted.

**3. Old Business**

- i. No Old Business was discussed.

**4. New Business**

- b. Lewes
- i. D. Day explained that the City of Lewes was considering creating their own UAV regulations but has since decided not to primarily because of HB 195.
- c. UAS Training and Certification Steering Committee

- i. D. Day informed the group that a UAS Training and Certification Steering Committee has been formed at the Fire School. The Committee will focus on maintenance, operation, safety, and training.
- ii. It is comprised of DelDOT, DEMA, DSP, DNREC, Department of Corrections, Fire School, Wilmington PD, and Dover PD.
- iii. The purpose is interagency collaboration and streamlining. All participating agencies will learn to fly using the same equipment and software—DJI platform. It is recommended that all state agencies interested in flying UAVs complete training through this program.
- iv. D. Day is the Chairman of the Committee and so far there have been 21 qualified pilots who have gone through the training and 15 more will be have completed by the end of February 2017.
- v. Committee members attended a UAS tactical operations course and is working to develop an indoor training course at Dover High School. Indoor training will utilize DJI Phantom 4 Pro devices.
- vi. Committee is submitting a waiver to be able to fly at the Dover Air Force Base. There is current collaboration with DEMA and the Incident Management Team for more training through the FEMA.
- vii. The Committee has plans to host UAV presentations at the Fire School for DSP, DIAC and the Crash Recovery Unit.
- viii. The group discussed ways to encourage agencies to participate in the course. D. Day agreed to bring this up at the next HSAC meeting in 2017.
- d. Economic Development Committee (UAS Task Force)
  - i. J. Thomas reported that the Task Force will be dissolving in January 2017 (last meeting January 19, 2017). The Task Force is currently evaluating accomplishments and determining future work. J. Thomas expects a final report and survey results to be released in early spring.
  - ii. The Economic Development Committee has found that an area for improvement is the community outreach and as a result, Delaware Aviation Advisory Council (DAAC) is creating working group for policy/outreach.
  - iii. J. Thomas presented the draft Executive Order for Unmanned Technology Taskforce. There was discussion amongst the group about submitting comments and edits to the proposed Executive Order. There was a concern about the lack of emphasis on safety in the documents language.
  - iv. The group agreed that public outreach and education was extremely important and that there is a lack of information available for public agencies and hobbyists. There was discussion about creating an advertising campaign to provide more information.

## **5. Conferences / Industry Events**

- a. No updates

## **6. Action, Recommendations & Research Items**

- a. DJI is the largest commercial UAV manufacturer in the world and has sold over 12,000 to the Middle East.
- b. Piedmont Virginia Community College has created a certification course, costing \$1500.
- c. D. Day made the suggestion to remove J. Streavel from the committee due to lack of participation. R. Newnam made the motion to remove and R. Holcomb seconded. The motion carried.

## **7. Next Meeting—Thursday February 2<sup>nd</sup>, 2017 Room 7 at the Delaware State Fire School**